

Cancellation Request

Step 1: Locate "Category" then use "Please Select"

Attention Local National employees: Use your EIN and Date of Birth to log into CHRTAS. Do not use your CAC card.

Step 2: Select your category, e.g. Army Civilian.

Attention Local National employees: Use your EIN and Date of Birth to log into CHRTAS. Do not use your CAC card.

Step 3: Choose sign in type the select "GO" for CAC and "Login" for SSN/EIN and DOB.

Attention Local National employees: Use your EIN and Date of Birth to log into CHRTAS. Do not use your CAC card.

Step 4: Select "Continue".

Step 5: Use "Student" drop-down menu and select "Cancel Application".

Step 6: Submit Cancellation Request.